



Administration for Children and Families

**Office of Community Services**

**Standing Announcement for Low Income Home Energy Assistance Program/Residential  
Energy Assistance Challenge Program (REACH)**

**Application Due Date: March 30, 2012  
April 1, 2013  
March 31, 2014**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES**

<b>Program Office:</b>	Office of Community Services
<b>Program Announcement Number:</b>	HHS-2011-ACF-OCS-REACH-0145
<b>Announcement Title:</b>	Standing Announcement for Low Income Home Energy Assistance Program/ Residential Energy Assistance Challenge Program (REACH)
<b>CFDA Number:</b>	93.568
<b>Received by Due Date for Applications for Fiscal Years (FYs) 2012, 2013, and 2014:</b>	<b>March 30, 2012</b> <b>April 1, 2013</b> <b>March 31, 2014</b>

### **Executive Summary**

The purpose of this announcement is to: (a) inform Low Income Home Energy Assistance Program (LIHEAP) grantees that applications are being requested under the Residential Energy Assistance Challenge Program (REACH); and (b) provide a copy of the REACH Model Plan format that may be used to apply for REACH funds each year.

### **Legislative Authority**

Section 2607B of the Low Income Home Energy Assistance Act, 42 U.S.C. § 8626b.

### **Description**

The Human Services Amendments of 1994 (Pub. L. 103-252) amended the LIHEAP statute to add Section 2607B, which established the REACH Program. REACH was funded for the first time in Fiscal Year (FY) 1996 and is intended to:

- (1) minimize health and safety risks that result from high energy burdens on low-income Americans;
- (2) prevent homelessness as a result of inability to pay energy bills;
- (3) increase the efficiency of energy usage by low-income families; and
- (4) target energy assistance to individuals who are most in need.

Substantial changes were made to the REACH program in FY 2007. (See LIHEAP-AT-2007-2, dated April 30, 2007.) REACH was refocused to emphasize the home energy related health and safety of vulnerable households (i.e., households with elderly members, small children, and disabled individuals).

REACH funds are available only to LIHEAP grantees. Eligible LIHEAP grantees include only States, (Federally and State recognized) tribes, tribal organizations, and insular areas. The States (including the District of Columbia) and Puerto Rico must coordinate providing REACH services through community-based organizations (CBOs) to assure that REACH services are implemented and operated by these entities. Tribes, tribal organizations, and insular areas (other than Puerto Rico) may administer their programs without subcontracting or subgranting to a CBO.

LIHEAP statute section 2602(d)(2) provides that up to \$50 million of the LIHEAP block grant appropriation may be used to support a Leveraging Incentive Program. The 1994 amendments to the LIHEAP statute provide that a portion of the leveraging funds (up to 25 percent) may be set aside for REACH awards.

### **Content of Form of Application Submission**

REACH funds are available to LIHEAP grantees to plan and implement innovative home energy related programs. Specifically, the Office of Community Services (OCS) is soliciting REACH grants that promote innovative LIHEAP initiatives to address home energy-related health and safety issues and “home energy vulnerability” (i.e., the risk to personal health and safety that is associated with home energy affordability). LIHEAP grantees that wish to receive REACH funds must submit an application for these funds following the requirements listed in section 2607B of the LIHEAP statute and as outlined in this announcement.

Please review the attached guidance (Attachment 1), which explains the REACH requirements in detail. The major highlights are:

- REACH funds are awarded for a **2-year grant period**. REACH grantees must obligate funds in the year that those funds are awarded to them and/or the following year. For example, FY 2012 REACH funds **must be fully obligated by September 30, 2013**. Funds must be expended within a reasonable timeframe after the end of the grant period. Therefore, once funds are timely obligated, grantees are permitted to expend REACH funds to complete program activities and to support the cost of the evaluation report, which is due 6 months after the end of the grant period. It will not be necessary for REACH grantees to request grant extensions to expend funds that have been timely obligated.
- Only REACH applications that are home-energy related and focus on innovative health and safety practices will be considered. Examples of these practices would include partnerships with health departments, utilities, or organizations that serve households with a least one member who is elderly, disabled, and/or a young child.

- Strong preference will be given to States (including the District of Columbia), tribes, tribal organizations, and insular areas that are not past or current REACH grantees.
- REACH programs must provide benefits, services, and activities only to LIHEAP-eligible households.
- Successful REACH grantees must submit their evaluation reports within 6 months following the end of the 2-year obligation period (no later than March 30 in the second year of obligation). REACH grantees are ineligible for future REACH funds until the objective evaluation report is received.
- REACH grantees are not required to contract for an outside evaluator.
- If approved, States, tribes/tribal organizations, and insular areas will receive funds for their basic REACH programs, but additional funds may be awarded for applications that include an approved Energy Efficiency Education Services (EEES) plan that contains health and safety components related to home energy. An EEES plan is optional and not required as part of the REACH application. However, LIHEAP grantees must apply for and receive the basic REACH grant in order to be considered for EEES funds (more details on funding are included in Attachment 1).

Attached is the REACH Model Plan format (Attachment 2) that eligible States (including the District of Columbia), tribes/tribal organizations, and insular areas may use in developing REACH plans. Applicants are not required to use the Model Plan format. LIHEAP grantees may submit REACH applications in any format, as long as it includes all the information required under the statute. Attachment 2 explains the criteria that REACH plans must meet in order to be considered for funding.

As with regular block grant fund assurances, LIHEAP grantees applying for REACH funds must provide the appropriate signature to the REACH Assurances (Section 2607B(e)(2)(A) through (M) of the LIHEAP Act) (42 U.S.C. § 8626b(e)(2)), and furnish descriptions where required. See the Model Plan, Attachment 2, for the certification statement and signature block. REACH grants are also governed by the block grant regulations at 45 C.F.R. Part 96.

OCS will set aside no more than \$1.5 million out of the available funds for the Leveraging Incentive Program to award grants to two States (including the District of Columbia) and four tribes/insular areas under the REACH program. (Insular areas that consolidate their LIHEAP funds under another HHS block grant are not eligible for REACH funds.) If a sufficient number of qualified applications for REACH funds are not received, unused funds will be awarded under the leveraging program.

### **Explanation of Due Dates**

To be considered for funding, REACH plan applications must be submitted to the address listed at the end of this section and received by the due date listed at the beginning of this

announcement. **The Office of Community Services (OCS) will not consider applications received after this date and no exceptions will be granted.** Applications may also be hand delivered to OCS by 4:30 PM, Eastern Time, on the due date listed at the beginning of this announcement and at the address listed below. OCS cannot accommodate transmission of applications by facsimile or email. OCS strongly recommends that applicants use an overnight/express delivery service to submit REACH applications, especially if the application is mailed close to the due date. OCS will not provide applicants with an acknowledgement of receipt of the REACH application.

Please refer inquiries to:

Division of Energy Assistance  
Office of Community Services  
Telephone: (202) 401-9351

Please send application submissions to:

Nick St. Angelo, Director  
Division of Energy Assistance  
Office of Community Services  
Administration for Children and Families  
370 L'Enfant Promenade, SW.  
Washington, D.C. 20447

DATE:

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Jeannie L. Chaffin  
Director  
Office of Community Services

ATTACHMENTS:

- (1) REACH Program Guidance and Policy
- (2) REACH Model Plan

## **ATTACHMENT 1**

### **LOW INCOME HOME ENERGY ASSISTANCE PROGRAM** Residential Energy Assistance Challenge Program (REACH)

#### Guidance and Policy

#### **1. REACH Program**

Application – Must be postmarked no later than the due date listed at the beginning of this announcement.

- The REACH Program provides funds for LIHEAP grantees to design and administer an innovative program that assists low-income households to:
  - (1) minimize health and safety risks that result from high energy burdens on low-income Americans;
  - (2) prevent homelessness as a result of inability to pay energy bills;
  - (3) increase the efficiency of energy usage by low-income families; and
  - (4) target energy assistance to individuals who are most in need.
- Section 2607B(b)(2) of the REACH statute provides additional funds for an Energy Efficiency Education Services (EEES) Program. REACH grantees may design programs that help low-income households learn about energy conservation techniques and staying safe during extreme weather conditions. EEES programs are funded in addition to REACH programs and must accompany a REACH program application.
- To be considered, REACH plans must focus on both:
  - (1) Home Energy – Programs that address heating and cooling in residential dwellings and may include residential weatherization or energy-related home repair; and
  - (2) Health and Safety – Programs focusing on vulnerable households that face serious health and safety risks if their homes are too cold in the winter or too hot in the summer. Health risks may include life threatening illness or death from hypothermia or hyperthermia, and increased susceptibility to other health conditions, including strokes and heart attacks. Safety risks may include the use of makeshift heating sources or inoperative/faulty heating or cooling equipment that can cause indoor fires or asphyxiation.

- REACH Plans that are innovative will be favored over those that show a reprise of past projects or that simply provide additional LIHEAP benefits (e.g., weatherizing more homes).
- REACH programs must direct REACH benefits, services, and activities only to LIHEAP-eligible households and may target specific groups of vulnerable households within this low-income population.
- States (including the District of Columbia), tribes, tribal organizations, and insular areas who are current LIHEAP grantees may apply for REACH funds. States (including the District of Columbia) and Puerto Rico must provide REACH services through community-based organizations.
- Please note that while past REACH grantees are eligible to apply for new REACH funds, a strong preference will be given to those States (including the District of Columbia), tribes, tribal organizations, and insular areas that have not received REACH grants in the past and that submit complete REACH applications.

## 2. REACH Plans

The following information is required and must be provided to qualify for REACH funding. A model plan is provided in Attachment 2.

**Part I – Signature – Certification of the REACH Assurances** – by the Governor or Tribal Chairman.

**Part II – Descriptions of REACH Assurances** – No more than two paragraphs for each of the REACH assurances that are identified in the attached model plan, with the following exceptions:

\*Assurances C and F – a combined description may be 2 pages or less

\*Assurances I and J – a combined description may be 1 page or less

### Part III – Funding Level Requested

**Basic REACH Grant:** Maximum \$350,000 for States (including the District of Columbia) and Puerto Rico; and maximum \$50,000 for tribes, tribal organizations, and insular areas.

For grantees opting to include an **Energy Efficiency Education Services Plan (EEES)**: Maximum \$35,000 for States (including the District of Columbia) and Puerto Rico, and maximum \$10,000 for tribes, tribal organizations, and insular areas.

**Part IV – Description of EEES** – This description is only required for those choosing to implement EEES plans. EEES plans must focus on health and safety and are limited to one page to explain project and contact information.

**Additional Requirements:**

Please ensure that responses do not exceed the limits identified above, or the application may not be considered.

All applications must be written in no less than 12-point, Times New Roman font.

**DUNS Number Requirement**

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov). A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the Dun & Bradstreet Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

**Central Contractor Registration (CCR) Requirement**

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.



Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

**There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

### **Standard Form (SF)-LLL Disclosure of Lobbying Activities**

The filing of this form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

This disclosure form must be completed and filed by the reporting entity, whether subawardees or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352.

### **Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

### **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR part 382.225. The rule is available at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=18b5801410be6af416dc258873ffb7ec;rgn=div2;view=text;node=20091112%3A1.1;idno=49;cc=ecfr>.

### **Debarment and Suspension**

HHS regulations published in 2 CFR part 376 implement the government-wide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## Pro-Children Act

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

### 3. REACH Policy

- REACH funding will be granted for a 2-year grant period (i.e., one fiscal year program **with a 2-year obligation period**).
- REACH funds are subject to the same obligation rules governing the Leveraging Incentive Program. **REACH funds must be obligated in the year of the award and/or the following fiscal year.** Therefore, REACH funds must be fully obligated before the end of the 2-year obligation period (i.e., prior to September 30 in the second year of obligation). Funds must be expended within a reasonable timeframe after the end of the grant period. It will not be necessary for REACH grantees to request grant extensions to expend funds that have been timely obligated.
- As with leveraging, REACH funds are not subject to the 10 percent carryover rule that governs regular LIHEAP block grant funds.
- Administrative costs for the State grantees (including the District of Columbia) and Puerto Rico are limited to 10 percent of the grant. Costs for providing services and benefits at the local level will not be considered administrative.
- REACH program benefits must be directed to LIHEAP-eligible households. Section 2605(b)(2) of the LIHEAP statute (42 U.S.C. § 8624(b)(2)) sets maximum eligibility at 150 percent poverty level or 60 percent State median income, or households receiving Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and some veterans benefits. Applicants may target only a portion of the LIHEAP-eligible population for REACH

services.

- The LIHEAP statute requires in Section 2609 (42 U.S.C. § 8628) that: “Grants made under this title may not be used by the State, or by any other person with which the State makes arrangements to carry out the purposes of this title, for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility.”

#### 4. Reports

**Program Evaluation Reports** - REACH grantees must complete an evaluation of their programs and submit a report of the evaluation results to the U.S. Department of Health and Human Services (HHS) no later than 6 months following the end of the grant period (i.e., **prior to March 30 in the second year of obligation**). If a REACH grantee does not submit the evaluation report by this date, that REACH grantee will not be eligible for future REACH grants until the report is submitted. An independent evaluator is not required; however, the REACH grantee must provide a professional report that is objective, balanced, and discusses the successes and shortfalls of their completed REACH program. If the REACH grantee also implements an EEES program, the evaluation should review the EEES activities as well.

**Financial Reporting/Standard Form 425** – The SF-425 (Federal Financial Report) is **due 90 days after the end of the 2-year grant period** (i.e., on December 30th, in the second year of the two-year obligation period). See: 45 C.F.R. § 96.30(b)(4). The SF 425 submitted for a REACH program must be separate from the SF 425 submitted for a LIHEAP program.

(Public reporting burden for this collection of information is estimated to average 72 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The information collection in this announcement is approved under OMB control number 0970-0348, which expires 07/30/2014. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.)

#### 5. Award Information

- OCS expects to set aside \$1.5 million in REACH funds for awards to two States (including the District of Columbia) and four tribes, tribal organizations, or insular areas. Funds not issued under REACH will be redirected into the Leveraging Incentive Program.
- REACH programs are issued for a 2-year grant period. States (including the District of Columbia) and Puerto Rico may receive up to \$350,000; tribes, tribal organizations, and insular areas may receive up to \$50,000. REACH applicants must specify the amount of their request, not to exceed these dollar limits, when filing their REACH applications.

- REACH grantees that have chosen to integrate EEES on health and safety as part of their REACH plan may receive up to the following additional amounts: States and Puerto Rico may receive up to \$35,000; tribes, tribal organizations, and insular areas may receive up to \$10,000.

## **6. Plan Review and Final Awards**

- As with LIHEAP block grant plans, the Division of Energy Assistance (DEA) staff will review REACH plans for completeness, and will follow up with applicants if additional information is needed in order to complete the application.
- Final award decisions will be made by the DEA Director, following review and recommendations made by DEA staff, in order to award REACH dollars for programs that are innovative, home energy related, and best designed to promote health and safety to vulnerable low income households.

**ATTACHMENT 2**

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

**MODEL PLAN**

**for the**

**Residential Energy Assistance Challenge Program (REACH)**

**FISCAL YEAR (FY) \_\_\_\_\_**

GRANTEE (STATE, TRIBE, TRIBAL ORGANIZATION OR INSULAR AREA):

\_\_\_\_\_

EIN: \_\_\_\_\_

GRANTEE CONTACT NAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**  
**Residential Energy Assistance Challenge Program (REACH)**

**Part I - Signature**

**Certification to the REACH Assurances:**

*Section 2607B(e)(2)(A) through (M) of the LIHEAP Act – Elements of State Plans*

(A) an assurance that such State will deliver services through community-based nonprofit entities in such State, by--

(i) awarding grants to, or entering into contracts with, such entities for the purpose of providing such services and payments directly to individuals eligible for benefits; or

(ii) if a State makes payments directly to eligible individuals or energy suppliers, making contracts with such entities to administer such programs, including

(I) determining eligibility;

(II) providing outreach services; and

(III) providing benefits other than payments;

(B) an assurance that, in awarding grants or entering into contracts to carry out its REACH initiative, the State will give priority to organizations that--

(i) are described in section 673 of the Community Services Block Grant Act (42 U.S.C. 9902(1)), except where significant geographic portions of the State are not served by such entities;

(ii) the Secretary has determined have a record of successfully providing services under the Low-Income Home Energy Assistance Program; and

(iii) receive weatherization assistance program funds under part A of title IV of the Energy Conservation and Production Act (42 U.S.C. 6861 et seq.); except that a State may not require any such entity to operate a REACH program;

(C) an assurance that, subject to subparagraph (D), each entity that receives a grant or enters into a contract under subparagraph (A)(i) will provide a variety of services and benefits, including—

(i) payments to, or on behalf of, individuals eligible for residential energy assistance services and benefits under section 2605(b) for home energy costs;

(ii) energy efficiency education;

(iii) residential energy demand management services, including any other energy related residential repair and energy efficiency improvements in coordination with, or delivered by,

Department of Energy weatherization assistance programs at the discretion of the State;

(iv) family services, such as counseling and needs assessment, related to energy budget management, payment plans, and related services; and

(v) negotiation with home energy suppliers on behalf of households eligible for REACH services and benefits;

- (D) a description of the methodology the State and local agencies will use to determine—
- (i) which households will receive one or more forms of benefits under the State REACH initiative;
  - (ii) the cases in which non-monetary benefits are likely to provide more cost-effective long-term outcomes than payment benefits alone; and
  - (iii) the amount of such benefit[s] required to meet the goals of the program;
- (E) a method for targeting non-monetary benefits;
- (F) a description of the crisis and emergency assistance activities the State will undertake that are designed to—
- (i) discourage family energy crises;
  - (ii) encourage responsible vendor and consumer behavior; and
  - (iii) provide only financial incentives that encourage household payment;
- (G) a description of the activities the State will undertake to—
- (i) provide incentives for recipients of assistance to pay home energy costs; and
  - (ii) provide incentives for vendors to help reduce the energy burdens of recipients of assistance;
- (H) an assurance that the State will require each entity that receives a grant or enters into a contract under this section to solicit and be responsive to the views of individuals who are financially eligible for benefits and services under this section in establishing its local program;
- (I) a description of performance goals for the State REACH initiative including—
- (i) a reduction in the energy costs of participating households over one or more fiscal years;
  - (ii) an increase in the regularity of home energy bill payments by eligible households;
- and
- (iii) an increase in energy vendor contributions towards reducing energy burdens of eligible households;
- (J) a description of the indicators that will be used by the State to measure whether the performance goals have been achieved;
- (K) a demonstration that the plan is consistent with section 2603, paragraphs (2), (3), (4), (5), (7), (9), (10), (11), (12), (13), and (14) of section 2605(b), subsections (d), (e), (f), (g), (h), (i), and (j) of section 2605, and section 2606 of this title;
- (L) an assurance that benefits and services will be provided in addition to other benefit payments and services provided under this title and in coordination with such benefit payments and services; and
- (M) an assurance that no regulated utility covered by the plan will be required to act in a manner that is inconsistent with applicable regulatory requirements.



Certification to the Assurances: As Chief Executive Officer, I agree to comply with the REACH assurances contained in Section 2607B(e), Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended. By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory\*:

Signature\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

\* If a person other than the **Chief Executive Officer** of the State or insular area, or Tribal Chairperson or Board Chairperson of a Tribal Organization, is signing the certification to the assurances, **a letter must be submitted delegating such authority.** (PLEASE ATTACH DELEGATION AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.

In the REACH assurances, which are quoted from the law and cited above, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or an Insular Area; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended.

Tribes/Tribal Organizations and Insular Areas, except Puerto Rico, are exempt from Assurances (A) and (B).

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## **Part II - Descriptions of REACH Assurances**

(statutory references)

(Assurances C & F)

2607B(e)(2)(C)&(F) Describe services to be provided by the REACH plan including the health and safety activities you will implement to help households avoid crisis situations. This description should include the home energy-related health and safety needs to be addressed and the REACH activities that will be carried out to respond to those needs. This description shall not be more than two pages long.

For State grantees and Puerto Rico, this description should clearly define the roles of the grantee and the community based organization(s).

(Assurance D)

2607B(e)(2)(D) How will you determine:

(a) Which households receive REACH benefits?

(b) Benefit amounts?

What non-monetary benefits will you provide?

(Assurance G)

2607B(e)(2)(G) What incentives will you develop and implement for households receiving REACH benefits? For vendors?

(Assurances I & J)

2607B(e)(2)(I) EVALUATION: What performance goals will you establish for your REACH program with outcomes to (a) increase the health and safety of vulnerable LIHEAP households; (b) reduce household energy costs?

Explain how data will be collected and analyzed.

2607B(e)(2)(J) What indicators will you use to measure whether your stated performance goals have achieved the desired outcomes (findings and conclusions)?

The combined description provided for I and J above shall not be longer than one page and may be attached. A Final Evaluation is due six months after the end of the grant period and should include EEES activities, if implemented. **An independent evaluator is not required.**

(Assurance H)

2607B(e)(2)(H) Describe how the views of low income households will be solicited with regard to the design of the program. Describe how the grantee will respond to those views.

(Assurances A&B)

2607B(e)(2)(A)&(B) **FOR STATES AND PUERTO RICO ONLY:** States and Puerto Rico shall provide REACH services through one or more community-based non-profit organizations (CBOs). Provide the following for each CBO implementing REACH:

CBO Contact Name:

Organization:

Address:

Telephone Number:

Email:

Fax:

### **Part III – Funding Level Requested**

Funding level requested for the REACH Plan is \$\_\_\_\_\_.

If the grantee chooses to provide an EEES plan, as described below in Part IV, funding level requested is \$\_\_\_\_\_.

### **Part IV Description of Energy Efficiency Education Services (EEES) - Optional**

(statutory references)

2607B(b)(2)(A)&(B) If the grantee chooses to provide educational services that will provide knowledge to low income households concerning energy conservation, weatherization, energy efficient practices or appliances, health and safety factors involved in extreme weather conditions, or other similar energy educational services, provide the following:

- Description of the services to be provided and the needs addressed by those services;
- Description of the target population;
- Where and how services will be provided; and
- Who will provide EEES services.

The EEES plan description shall be no more than one page.

### ***Reminders***

Plan descriptions must be written in font size no less than 12-point. Most descriptions should be no longer than one or two paragraphs except for the following:

The REACH plan description for Assurances C&F combined shall be limited to two pages or less.

The REACH plan description for Assurances I & J combined shall be limited to one page or less.

If you elect to provide an EEES plan, your description for Part IV shall be one page or less.